

OFFICE OF LOGISTICS ACTION PLAN

Objective Number:

Date: \_\_\_\_\_

BSB	Directorate	Office	Division
	B57803		

Fiscal Year - 1975

Estimated Man-Years - .25

Estimated Dollars - \$5,250

Target Date - June 1975

Action Officer - Barbara  
M. Schaeffer

Telephone Number - 3357

Period	Status (C)	Score
July-August		<
September-October	=	<
November-December	=	<
January-February	=	<
March-April	=	<
May-June	=	<

## STATEMENT:

During FY 1975 reduce the level of paper consumption within the Agency by five percent per capita. (Joint with ISAS-B57001.)

## Status Description:

+ - Exceeding planned performance  
= - Meeting planned performance  
< - Behind planned performance

MILESTONES	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Nov
1. Determine FY 1974 usage level of major categories of paper and paper products issued through the building supply rooms, excluding forms, (purchased directly from GSA by OL/LSD/BSB or requisitioned by BSB from Supply Division (SD) stocks).				△									
2. Determine FY 1974 usage level of major categories of paper and paper products issued from SD stocks (excluding forms and issuances to BSB).				△									
3. Determine FY 1974 paper-consumption level for PSD.				△									
4. Determine for all major categories of paper and paper products the targeted usage level for FY 1975).				△									
5. Monitor on a quarterly basis for FY 1975 the usage level of the same major categories of paper and paper products issued through the building supply rooms, excluding forms, (purchased directly from GSA by BSB or requisitioned by BSB from SD stocks).				△									

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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
6. Monitor on a quarterly basis for FY 1975 the usage level of the same major categories of paper and paper products issued from SD stocks (excluding forms and issuances to BSB).				△			△			△		△
7. Monitor on a quarterly basis for FY 1975 the paper-consumption level for PSD.				△			△			△		△
8. Report progress on the Agency's meeting its 5 percent reduction in paper usage to ISAS on a quarterly basis.				△			△			△		△

**TAB**